ARMY MEDICINE
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Understanding the DoD Batch and Timecard Status Report

Defense Medical Human Resource System *internet*, DMHRSi

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UNCLASSIFIED

PURPOSE

This presentation is designed to provide guidance on the use of the **DMHRSi** DoD Batch and Timecard Status Report as an auditing tool to facilitate Timecard submission and ensure MEPRS data is complete.

BRIEFING OUTLINE

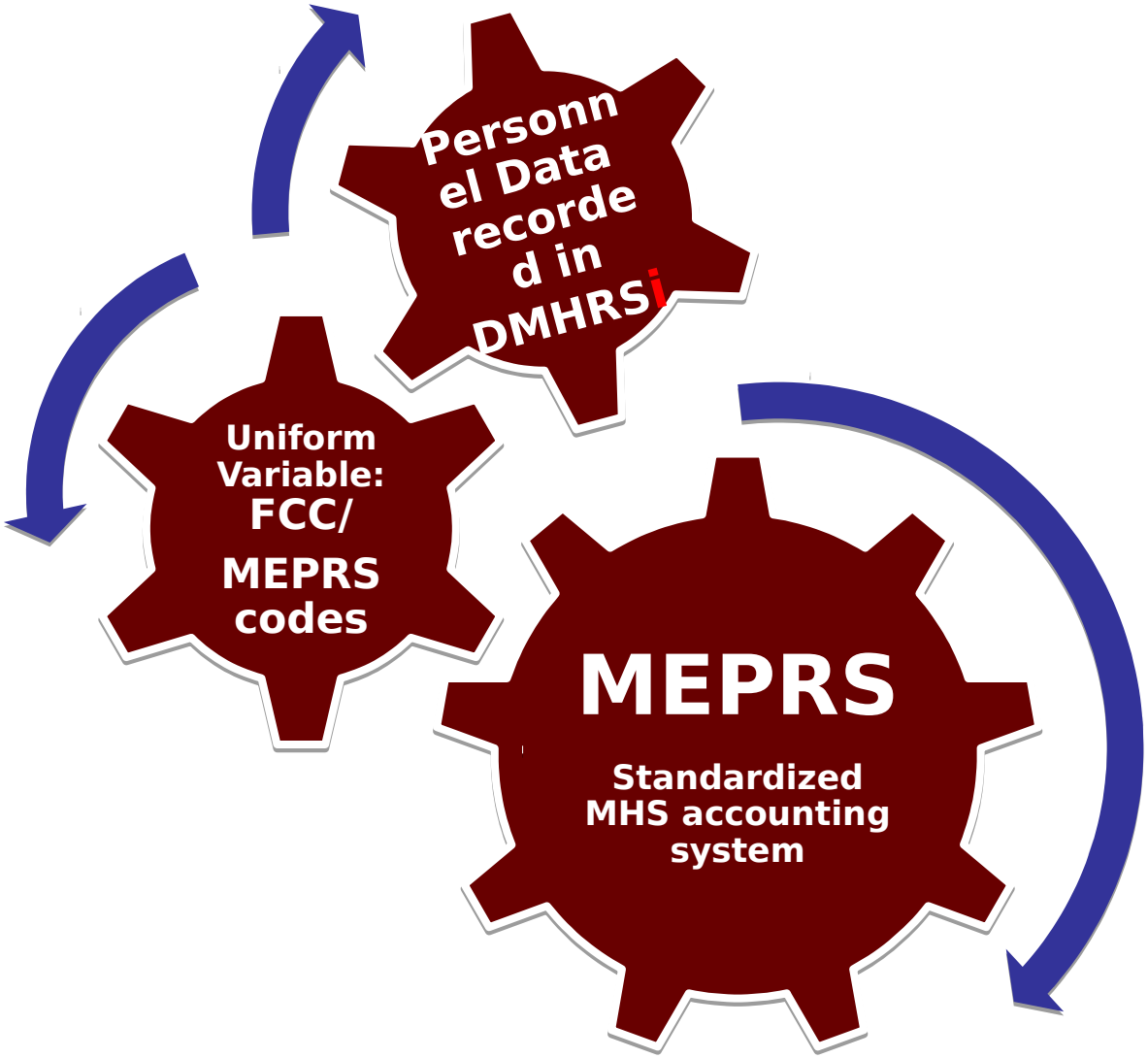
OBJECTIVE: Facilitate participants' understanding about how to track delinquent timecards; and, to increase timecard compliance in accordance to MEDCOM metrics.

1. Background
2. How the DMHRSi DoD Batch and Timecard Status Report works?
3. AMPO DMHRSi Timecard Compliance Tracking
4. Common DMHRSi Timecard Issues

DMHRSi DoD Batch and Timecard Status Report

Background

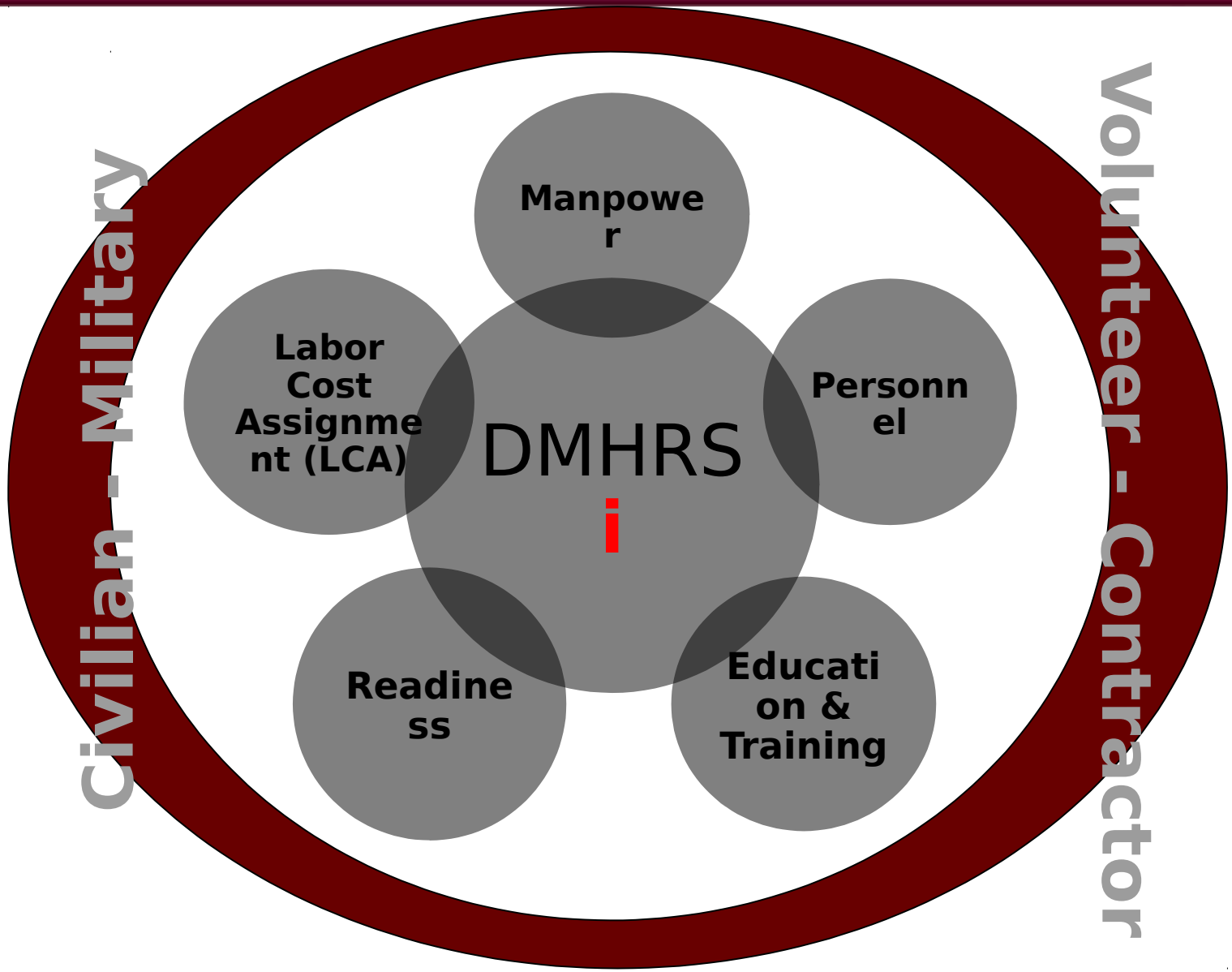
MEDICAL EXPENSES & PERFORMANCE REPORTING SYSTEM (MEPRS)



WHAT IS DMHRSi ?

DMHRSi is a web-based Tri-Service human resource management system designed to allow ready access to essential manpower, personnel, labor cost assignment, education & training, and readiness information across the MHS enterprise

DMHRSi Modules



DMHRSi BUSINESS RULES

Before completion of MEPRS end-of-the-month processes:

1. All employees' hours for the week and/or month must be submitted, approved, and imported into the DMHRSi Projects tables,
2. The Civilian pay files from DCPS must be received and loaded into DMHRSi biweekly and the payroll reconciliation process must be complete, and
3. All timecard costs must be cost distributed

DMHRSi DoD Batch and Timecard Status Report

How the report works?

DoD Batch & Timecard Status Report

The **DoD and Batch Timecard Status Report** through DMHRSi allows users to:

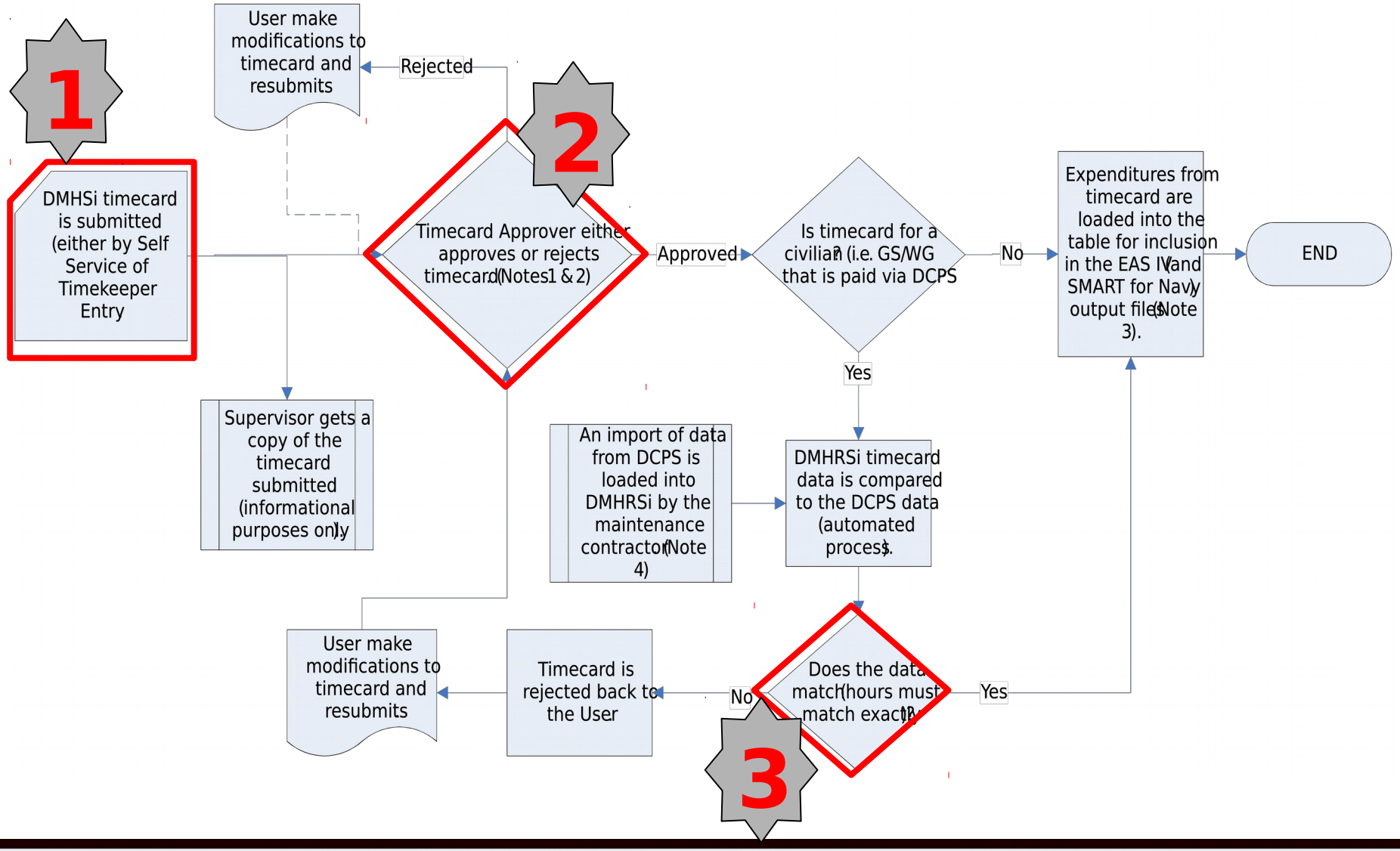
1. Export timekeeping data from DMHRSi.
2. Select timecard data using criteria such as Date Ranges, Organization Parent DMIS ID, Group Parent DMIS ID, and Group Name for review.
3. Review multiple pay periods for data accuracy.
4. Include all Payrolls such as civilian, military, and contractor for data audit.

DoD Batch & Timecard Status Report Functionality

The query allows users to:

1. Report Dual Component Employees' Assignment Details.
2. Report Rejected or not submitted timecards for compliance.
3. Have the ability to identify time reporting requirements.
4. Define the Assignment Category.
5. Identify who entered time for the employees and submitted the timecards.

DMHRSi TIMECARD WORKFLOW PROCESS


1
DMHSi timecard is submitted (either by Self Service of Timekeeper Entry
User make modifications to timecard and resubmits
Rejected
2
Timecard Approver either approves or rejects timecard (Notes 1 & 2)
Approved
Is timecard for a civilian? (i.e. GS/WG that is paid via DCPS
No
Expenditures from timecard are loaded into the table for inclusion in the EAS IV (and SMART for Navy) output files (Note 3).
END
Yes
Supervisor gets a copy of the timecard submitted (informational purposes only)
An import of data from DCPS is loaded into DMHRSi by the maintenance contractor (Note 4)
DMHRSi timecard data is compared to the DCPS data (automated process).
User make modifications to timecard and resubmits
Timecard is rejected back to the User
No
Does the data match (hours must match exactly)
Yes
3

AMPO
Army MEPRS Program Office

DMHRSi DoD Batch and Timecard Compliance Report

AMPO DMHRSi Timecard Compliance

AMPO DMHRSi Timecard Compliance Report

AMPO releases a Timecard Compliance Report by site:

- On the 16th calendar day after end of pay period.
- The report includes the 5 last pay periods for comparison.
- Used to brief Medical Command on site's performance and support MTFs in resolving data issues.

AUDITING DoD BATCH AND TIMECARD STATUS REPORT

The DoD Batch and Timecard Status Report is reviewed by AMPO staff for:

1. Timecard compliance
2. Data accuracy
3. Abidance to AMPO guidance, DoD 6010, AMPO reporting components, and AMPO FY Business rules.

Since the report includes the majority of HR data elements linked to personnel records, if audited proactively can aid MEPRS staff to streamline end-of-the-month processing.

AMPO DMHRSi TIMECARD COMPLIANCE REPORT

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DMHRSi TIMECARD COMPLIANCE

Generated on the 16th Calendar Day after end of Pay Period

SITE NAME	PPE 19-Nov-2011			PPE 03-Dec-2011			PPE 12/17/2011 *			PPE 31-Dec-2011			PPE 14-Jan-2012		
	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance
NORTHERN REGIONAL MEDICAL COMMAND															
IRELAND ACH-FT. KNOX	1,646	1,606	97.57%	1,815	1,773	97.69%	1,889	1,766	93.49%	1,840	1,751	95.16%	1,786	1,690	94.62%
KIMBROUGH AMB CAR CEN-FT MEADE	1,212	1,212	100.00%	1,247	1,229	98.56%	1,255	1,253	99.84%	1,166	1,166	100.00%	1,165	1,165	100.00%
KELLER ACH-WEST POINT	902	892	98.89%	902	893	99.00%	916	842	91.92%	901	892	99.00%	897	870	96.99%
WOMACK AMC-FT. BRAGG	3,892	3,537	90.88%	3,984	3,915	98.27%	3,930	3,667	93.31%	4,042	3,972	98.27%	3,991	3,986	99.87%
MCDONALD AHC-FT. EUSTIS	702	702	100.00%	721	717	99.45%	655	654	99.85%	734	734	100.00%	735	735	100.00%
KENNER AHC-FT. LEE	515	515	100.00%	515	515	100.00%	518	518	100.00%	519	519	100.00%	523	523	100.00%
GUTHRIE AHC-FT. DRUM	820	820	100.00%	843	843	100.00%	844	844	100.00%	852	852	100.00%	855	855	100.00%
SOUTHERN REGIONAL MEDICAL COMMAND															
FOX AHC-REDSTONE ARSENAL	215	215	100.00%	209	209	100.00%	209	209	100.00%	213	213	100.00%	214	214	100.00%
LYSTER AHC-FT. RUCKER	361	361	100.00%	359	359	100.00%	362	362	100.00%	362	362	100.00%	362	362	100.00%
EISENHOWER AMC-FT. GORDON	2,902	2,822	97.24%	3,148	3,048	96.82%	3,036	2,878	94.80%	3,132	3,034	96.87%	3,083	3,007	97.53%
MARTIN ACH-FT. BENNING	1,606	1,606	100.00%	2,155	2,155	100.00%	2,143	2,143	100.00%	2,165	2,165	100.00%	2,136	2,136	100.00%
WINN ACH-FT. STEWART	1,817	1,817	100.00%	1,818	1,818	100.00%	1,791	1,791	100.00%	1,770	1,770	100.00%	1,832	1,832	100.00%
BLANCHFIELD ACH-FT. CAMPBELL	2,212	2,212	100.00%	2,237	2,235	99.91%	2,184	2,184	100.00%	2,251	2,251	100.00%	2,225	2,225	100.00%
BAYNE-JONES ACH-FT. POLK	905	905	100.00%	915	915	100.00%	914	913	99.89%	904	904	100.00%	913	913	100.00%
REYNOLDS ACH-FT. SILL	1,537	1,537	100.00%	1,533	1,533	100.00%	643	643	100.00%	1,563	1,563	100.00%	1,536	1,536	100.00%
MONCRIEF ACH-FT. JACKSON	1,168	1,168	100.00%	1,193	1,193	100.00%	1,187	1,187	100.00%	1,190	1,190	100.00%	1,176	1,176	100.00%
BROOKE AMC-FT. SAM HOUSTON	6,667	6,014	90.21%	7,175	7,112	99.12%	6,772	6,489	95.82%	7,160	6,894	96.28%	6,971	6,696	96.06%
DARNALL AMC-FT. HOOD	3,603	3,603	100.00%	3,727	3,727	100.00%	3,729	3,729	100.00%	3,786	3,786	100.00%	3,720	3,720	100.00%
WESTERN REGIONAL MEDICAL COMMAND															
BASSETT ACH-FT. WAINWRIGHT	891	891	100.00%	903	903	100.00%	894	894	100.00%	883	883	100.00%	881	881	100.00%
R W BLISS AHC-FT. HUACHUCA	395	395	100.00%	423	423	100.00%	425	425	100.00%	423	423	100.00%	416	416	100.00%
EVANS ACH-FT. CARSON	2,178	2,140	98.26%	2,190	2,176	99.36%	2,213	2,172	98.15%	2,413	2,410	99.88%	2,413	2,382	98.72%
IRWIN ACH - FT. RILEY	1,379	1,379	100.00%	1,405	1,405	100.00%	1,414	1,414	100.00%	1,411	1,411	100.00%	1,432	1,432	100.00%
WEED ACH-FT. IRWIN	469	469	100.00%	464	425	91.59%	461	412	89.37%	485	426	87.84%	489	488	99.80%
MUNSON AHC-FT. LEAVENWORTH	301	301	100.00%	407	407	100.00%	410	410	100.00%	429	429	100.00%	425	425	100.00%
L. WOOD ACH-FT. LEONARD WOOD	1,226	1,221	99.59%	1,408	1,383	98.22%	1,413	1,361	96.32%	1,420	1,417	99.79%	1,427	1,426	99.93%
WILLIAM BEAUMONT AMC-FT. BLISS	3,599	3,599	100.00%	3,645	3,645	100.00%	3,631	3,631	100.00%	3,652	3,652	100.00%	3,594	3,594	100.00%
MADIGAN AMC-FT. LEWIS	4,616	4,507	97.64%	4,926	4,809	97.62%	4,685	4,346	92.76%	4,954	4,805	96.99%	4,734	4,497	94.99%
PACIFIC REGIONAL MEDICAL COMMAND															
TRIPLER AMC-FT SHAFTER	4,506	4,330	96.09%	4,755	4,613	97.01%	4,508	4,292	95.21%	4,767	4,663	97.82%	4,490	4,380	97.55%
BG CRAWFORD SAMS AHC-CAMP ZAMA	187	174	93.05%	185	180	97.30%	185	178	96.22%	187	184	98.40%	185	169	91.35%
BRIAN ALLGOOD ACH-KOREA	1,333	1,332	99.92%	1,393	1,393	100.00%	1,382	1,382	100.00%	1,384	1,384	100.00%	1,393	1,393	100.00%
EUROPEAN REGIONAL MEDICAL COMMAND															
HEIDELBERG MEDDAC	826	826	100.00%	820	819	99.88%	808	808	100.00%	800	800	100.00%	796	795	99.87%
LANDSTUHL REGIONAL MEDCEN	3,554	3,241	91.19%	3,552	3,335	93.89%	3,557	3,166	89.01%	3,586	3,282	91.52%	3,629	3,400	93.69%
BAVARIA MEDDAC	956	956	100.00%	1,061	1,060	99.91%	1,088	1,087	99.91%	1,072	1,068	99.63%	1,061	1,061	100.00%
PAY PERIOD COMPLIANCE AVERAGE			98.50%			98.90%			97.75%			98.71%			98.82%

* Note: Due to system unavailability DMHRSi Timecard Compliance for PPE 17DEC2011 was expected to be low.

Last Update 1/31/2012

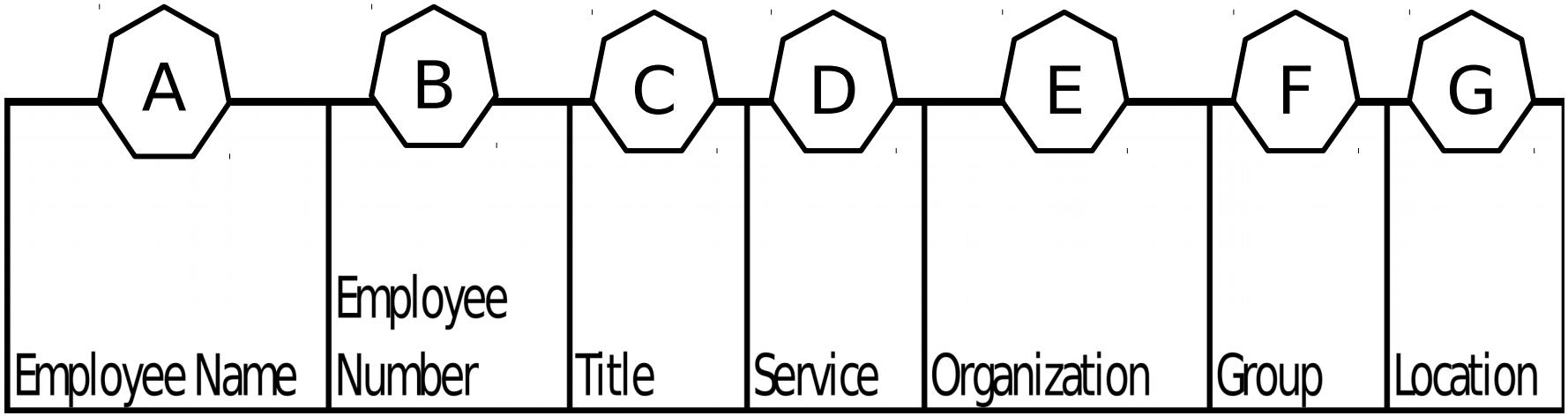
Auditing
DoD Batch and Timecard Status Report

The DoD Batch and Timecard Compliance Report has 21

columns:

Microsoft
e Excel Works

DoD Batch and Timecard Status Report



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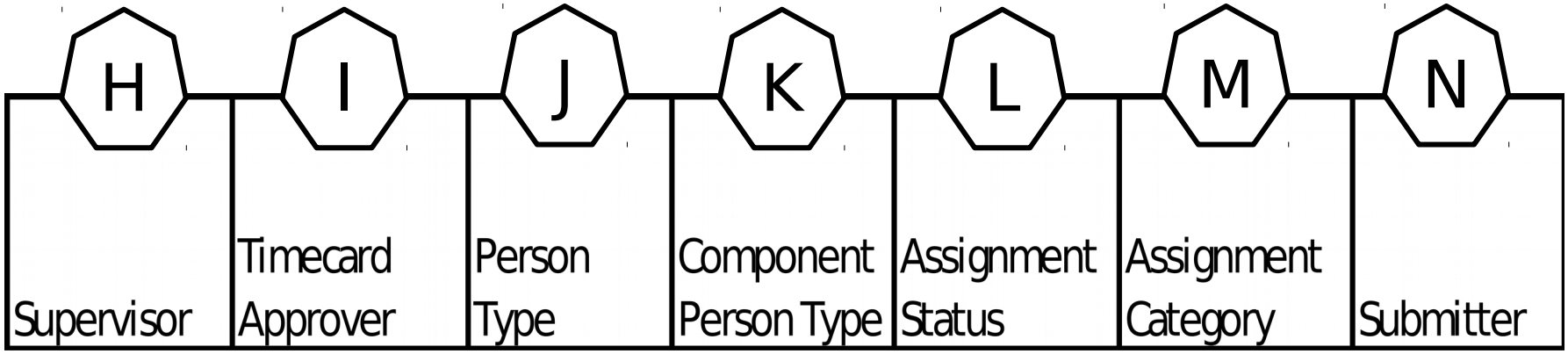

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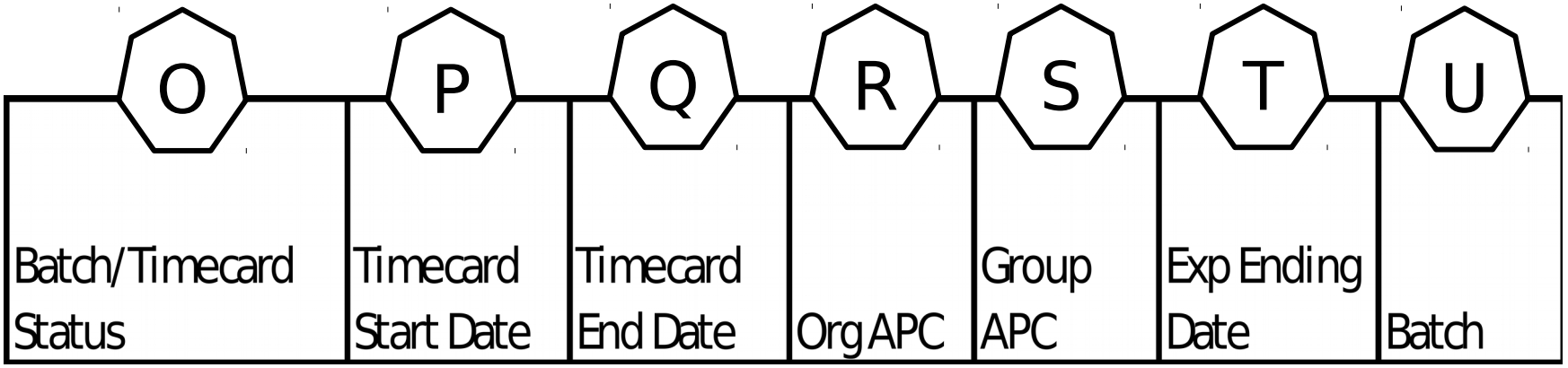

DMHRSi DoD Batch and Timecard Status Report

COMMON DMHRSi TIMECARD ISSUES

DMHRSi TIMECARD SUBMISSION ISSUES

The major concerns affecting DMHRSi Timecards submission are:

1. Users inability to login to the system
   - Due to accounts end-dated for inactivity
   - Network security and Java settings
   - Individual Computers setting and browsing clean up
2. Timekeepers' roles end-dated due to inactivity
3. Civilian users timecards rejections
4. Lack of end-users and timekeepers knowledge about how to correctly report time

Auditing DoD Batch and Timecard Status Report

Batch Entry Issues:

Employee Name	Employee Number	Title	Service	Organization	Group	Location	Supervisor	Timecard Approver	Person Type	Component Person Type	Assignment Status	Assignment Category	Submitter	Batch/Timecard Status	Timecard Start Date	Timecard End Date	Org APC	Group APC	Exp Ending Date	Batch
1																				
ACOSTA, ASHLEY RENEE	333088	SGT	ARMY	W2H8AA-MULTI SVC NSG	W2H8AA-MULTI SVC NSG	W2H8AA		MOODY, KAREN LYNNA	Active Duty	Active Duty	Active Assignment	FR	ASHLY.ACOSTA	APPROVED	5-Dec-10	18-Dec-10				
ACOSTA, ASHLEY RENEE	333088	SGT	ARMY	W2H8AA-MULTI SVC NSG	W2H8AA-MULTI SVC NSG	W2H8AA		MOODY, KAREN LYNNA	Active Duty	Active Duty	Active Assignment	FR	MELINDA.K.DAVIS	APPROVED	5-Dec-10	18-Dec-10			11-Dec-10	0047_ACOSTA_11DEC10
ACOSTA, ASHLEY RENEE	333088	SGT	ARMY	W2H8AA-MULTI SVC NSG	W2H8AA-MULTI SVC NSG	W2H8AA		MOODY, KAREN LYNNA	Active Duty	Active Duty	Active Assignment	FR	MELINDA.K.DAVIS	APPROVED	5-Dec-10	18-Dec-10			18-Dec-10	0047_ACOSTA_18DEC10
2																				
CARABALLO, HELGA CARMEN	616288		ARMY	A-NON DHP MEDICAL	W2H8AA-C, NUTRITION CARE	DOD		LOPEZ, ROSA I	Volunteer	Volunteer	Active Assignment	PR	ROBERT.MCDOWELL	APPROVED	5-Dec-10	18-Dec-10			18-Dec-10	0086_CARABALLO_18DEC10 CORR
CARABALLO, HELGA CARMEN	616288		ARMY	A-NON DHP MEDICAL	W2H8AA-C, NUTRITION CARE	DOD		LOPEZ, ROSA I	Volunteer	Volunteer	Active Assignment	PR		NOT SUBMITTED	5-Dec-10	18-Dec-10			11-Dec-10	<batch not entered>

Auditing
DoD Batch and Timecard Status Report

Batch Entry Issues:

3

mployee Name	mployee umber	tle	ervice	rganization	roup	ocation	upervisor	mecard pprover	erson Type	mponent erson Type	ssignment tatus	ssignment ategory	ubmitter	tch/Timecard tatus	mecard Start ate	mecard End ate	g APC	roup APC	p Ending Date	tch
MORRISON, STEPHANIE E	399546	MS.	ARMY	W2H8AA-OPHTHALMOLOGY	W2H8AA-OPHTHALMOLOGY	W2H8AA	NEAL, THOMAS A	YUSUF, KATHY ANN	Civilian	Civilian	Active Assignment	FR	ROBERTMCDOWELL	REJECTED	5-Dec-10	18-Dec-10				
MORRISON, STEPHANIE E	399546	MS.	ARMY	W2H8AA-OPHTHALMOLOGY	W2H8AA-OPHTHALMOLOGY	W2H8AA	NEAL, THOMAS A	YUSUF, KATHY ANN	Civilian	Civilian	Active Assignment	FR	DOROTHY.LAWRENCE	APPROVED	5-Dec-10	18-Dec-10			11-Dec-10	0086_MORRISON_11DEC10CORR

4

JONES, NATASHA	545492	MS.	ARMY	W2DH02-ORTHO CLINIC	W2DH02-ORTHO CLINIC	W2DH02		PALMER, LENORA	Civilian	Civilian	Active Assignment	FR	RACHEL.DAGG	WORKING	21-Nov-10	4-Dec-10	ORTH	ORTH	4-Dec-10	0622_JONES.N

Auditing DoD Batch and Timecard Status Report

Error Message Issues:

mployee Name	mployee umber	tle	ervice	rganization	roup	pcation	upervisor	mecard pprover	erson Type	mponent erson Type	ssignment tatus	ssignment ategory	ubmitter	atch/Timecard tatus	mecard Start ate	mecard End ate	g APC	roup APC	p Ending Date	atch
1																				
CHILDRESS, MARCA	27824	MAJ	AIR FORCE	779MDG-(EDIS) EDU AND DEV INTERVENTION SVC-RESIDENTS	W6F1AA-GME	779 MEG GP OL: AFST	HANLEY, CHRISTIAN T JR	TURNER, GILBERT FRANCIS	Active Duty	Active Duty	Active Assignment	FR	JENNIFER.PEER	ERROR	19-Dec-10	1-Jan-11		DCM		
CHILDRESS, MARCA	27824	MAJ	AIR FORCE	779MDG-(EDIS) EDU AND DEV INTERVENTION SVC-RESIDENTS	W6F1AA-GME	779 MEG GP OL: AFST	HANLEY, CHRISTIAN T JR	TURNER, GILBERT FRANCIS	Active Duty	Active Duty	Active Assignment	FR	ILA.COTTRELL-HOFFMAN	ERROR	5-Dec-10	18-Dec-10		DCM		

Auditing
DoD Batch and Timecard Status Report

Dual Component Timecards Issues:

	mployee Name	mployee umber	tle	ervice	rganization	roup	pcation	upervisor	mecard pprover	erson Type	omponent erson Type	ssignment tatus	ssignment ategory	ubmitter	atch/Timecard tatus	mecard Start ate	mecard End ate	g APC	roup APC	p Ending Date	atch
1	KELPINSKI, DIANNA L	309949	MS.	ARMY	W07C30L O-WTU PROVIDE RS	W07C30L O-WTU PROVIDE RS	W07C30		LOPEZVE LAZQUEZ, MARIO R JR	Civilian| Guard	Civilian	Active Assignm ent	FR	MARIO.L OPEZVEL AZQUEZ	REJECTED	21-Nov-10	4-Dec-10	WTUB	WTUB		
	KELPINSKI, DIANNA L	309949	MS.	ARMY						Civilian| Guard	Guard			MARIO.L OPEZVEL AZQUEZ	REJECTED	21-Nov-10	4-Dec-10				

Process Highlights

During the DMHRSi Timekeeping process it must be considered that:

1. Civilian Timecards reconcile with the DCPS System about 10 days after the end of the pay period. During this process and until reconciliation is completed those timecards will show as submitted in the system even when “Approved.”
2. A timecard approver cannot make changes to a submitted timecard – approvers can only reject the timecard with comments for the employee to make corrections and resubmit.
3. Timecard approvers will make sure dual component employees populate the person type field on every row of their timecards. Failing to do so will cause the timecard to lock.

Process Highlights

4. Timecard data is imported into the staging tables via an automated process (PRC: TRANSACTION IMPORT). This process is run automatically every night. Timecards can take up to 24 hours to flow from one status to another.*
5. If timecards are not approved or rejected within 7 days of submission, the system will automatically reject the timecard with a message for the employee explaining the timecard was not approved/rejected by the timekeeper within established deadlines.
6. AMPO does not count GME/GDE discrepancies against sites until the last pay period of the month, since GME/GDE timecards are required to be submitted in a monthly basis.
7. When Timekeepers' roles are en-dated all timecards submitted get locked in the system

QUESTIONS

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